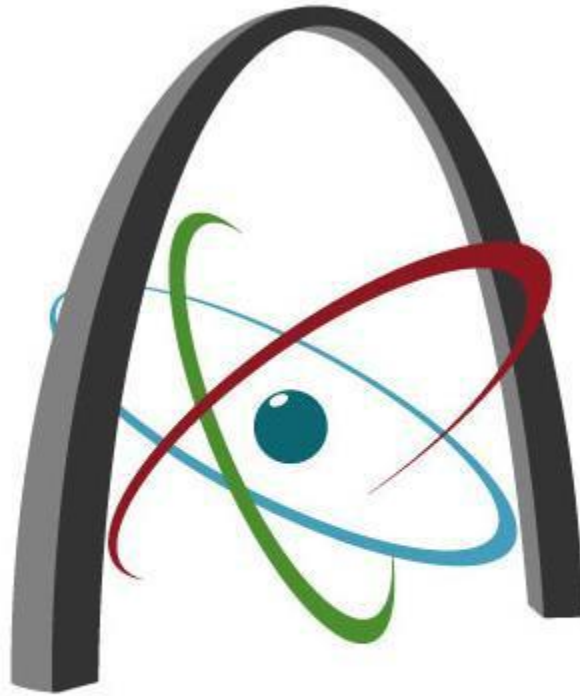


2017-2018 STUDENT/PARENT HANDBOOK



GATEWAY SCIENCE ACADEMY
of
ST. LOUIS

At Gateway Science Academy we believe in exploring potential and achieving success.

GSA Elementary
6576 Smiley
St. Louis, MO 63139
(314) 932-7513

GSA Middle & High School
5049 Fyler
St. Louis, MO 63139
(314) 261-4361

GSA South
6651 Gravois Ave.
St. Louis, MO 63116
(314) 669-9000

<p>1: New Staff Orientation 2-8: Teacher Summer Institute 7: Orientation/Open House Day 9: First Day of School 21-31: Fall Assessments: NWEA, District, EOCs, and ACT</p> <p>17 Student Days 22 Staff Work Days</p>	<p style="text-align: center;">AUGUST 2017</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td>1</td> <td>2</td> </tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	<p style="text-align: center;">FEBRUARY 2018</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				<p>9: PD Day-IV (No Students) 15-16: Parent/Teacher Conferences Thursday, 3:00-6:30 Friday 12:00-6:00 16: Early Dismissal for Students 19: Presidents' Day</p> <p>18 Student Days 19 Staff Work Days</p>							
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<p>11: PLC (Early Dismissal for Students) 13: End of 1st Qtr (Total School Days: 46) 27: PD-II (No Student)</p> <p>21 Student Days 22 Staff Work Days</p>	<p style="text-align: center;">OCTOBER 2017</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="text-align: center;">APRIL 2018</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>2: School Resumes 11: PLC (Early Dismissal for Students) 16-May 4: State Assessments</p> <p>21 Student Days 21 Staff Work Days</p>							
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Dear Students/Parents,

Welcome to the 2017-2018 school year at Gateway Science Academy. We are excited that you have decided to join us on this amazing journey of discovering potential and achieving success. GSA's greatest resource is our community. Education is a shared responsibility, and we believe that the success of our school depends on the cooperation and help of each member of the team. We invite you to read and understand our program, activities, and expectations. We hope you will join us in helping students reach their highest potential. We are very proud of our school, and we know that you will be too.

Sincerely,

GSA Administration, Faculty & Staff

MISSION STATEMENT

The mission of the Gateway Science Academy of St. Louis is to provide quality education with an emphasis on science, mathematics, and technology while balancing all core subjects. We strive to create an atmosphere that provides students, parents, and teachers the opportunity for continuous growth, enabling them to reach their highest potential.

***Please note that information in this handbook may be changed
and updated with notification.***

“RIGHT TO KNOW” INFORMATION

Public school districts, including charter schools, are required to inform parents of certain information that they, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon request, GSA is required to provide parents in a timely manner, the following information:

- Whether their child’s teacher has met state qualifications and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether their child’s teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;
- Whether their child is provided services by paraprofessionals and, if so, their qualifications; and,
- What baccalaureate degree major the teacher has, any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, GSA must provide to each individual parent:

- Information on the achievement level of the parent’s child in each of the state academic assessments as required under this part.

Parents wishing to obtain this information should contact the principal of their child’s school.

STANDARD COMPLAINT RESOLUTION PROCEDURE

This complaint resolution procedure applies to all programs administered by the Missouri Department of Education under the No Child Left Behind (NCLB) Act. A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied or misinterpreted by LEA (Gateway Science Academy) personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted. The written, signed complaint must be filed with the building principal.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Director of NCLB Programs of the Missouri Department of Education, Jefferson City, Missouri. If there is no evidence indicating the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact the LEA or Department personnel.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write to the principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on a school board, a person or company with whom the school had contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, Confluence discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Gateway Science Academy to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The contact information for filing a complaint with the Department of Elementary and Secondary Education is:

Office of the General Counsel
Missouri Department of Elementary and Secondary Education
Jefferson State Office Building, Sixth Floor
205 Jefferson Street
P.O. Box 480
Jefferson City, MO 65102-0480
(573) 526-4757
TTY: (800) 735-2966
civilrights@dese.mo.gov

The contact information for filing a complaint with GSA is:

Gateway Science Academy
Engin Blackstone
6025 Chippewa Suite 205
St. Louis, MO 63109
314-546-0074

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Gateway Science Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, GSA may disclose appropriately designated "directory information" without written consent, unless you have advised GSA to the contrary in accordance with GSA procedures. The primary purpose of directory information is to allow Gateway Science Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Gateway Science Academy to disclose directory information from your child's education records without your prior written consent, you must notify GSA in writing within ten (10) days of the annual public notice. Gateway Science Academy has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Photograph
- Degrees, honors and awards received
- Dates of attendance
- Grade level

DRESS CODE AND PERSONAL APPEARANCE

Students who are appropriately and comfortably dressed are able to focus on schoolwork more effectively. Gateway Science Academy students are expected to follow the guidelines for school dress. GSA polos must be purchased through the office or online at <https://www.gatewaytigators.com/>. We do collect gently used uniforms that are available to our families at no cost. Contact the Vice Principal of School Culture if interested.

Dress code elements

Dress or appearance that provokes or distracts other students or otherwise causes a disruption to the educational process is prohibited. GSA requires all K – 5th grade students to wear khaki pants, skorts, shorts or capris with GSA green polo (short or long sleeves). **Uniform shirts are to be tucked in at all times.** Students are allowed to wear GSA sweatshirts/hoodies at any time.

Safety of all students is a top priority. Students must always have shoes that are deemed safe by school personnel. **Shoes must be closed toed, have a back to them and have rubber soles. Boots that meet the uniform code may be worn. Sandals, heels or clog style shoes are not allowed as part of the uniform or on dress-down days.**

Belts and socks must be worn every day. **Kindergarten and 1st Grade students are not required to wear a belt.** Elastic waist pants/shorts do not require a belt. Jewelry will be permitted as long as it is non-obtrusive or non-distracting.

Personal appearance elements for students

- No undergarments are allowed to be exposed.
 - Pants must be worn above the hips.
 - Hats, bandanas, do-rags, sunglasses, shower caps, combs or other non-therapeutic or non-religious headgear are not to be worn inside the building during regular school
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hours. These items are to be placed in lockers upon arrival at school and remain during these hours.

- Only GSA wear is allowed on top of the uniform. **Layers should be underneath the appropriate uniform and must be a solid color. Coats and jackets are to be kept in lockers or cubbies.**
- Any apparel, which is now or in the future discovered to be gang-related, whether or not the student intended it to be so, may not be worn.
- Shorts/skorts must at least to the middle of the thigh.

Dress down days

Students will be allowed to dress casually on certain days throughout the school year. Students must maintain modesty at all times and should observe the following dress standards:

- Spaghetti straps, tank-tops, and excessively low-cut shirts are not permitted. **Skinny jeans, jeggings, leggings, tights, spandex or any other excessively tight fitting pants are not permitted unless accompanied by a long shirt or a skirt of appropriate length.**
- Any writing on clothing must be school appropriate. Appropriateness will be determined by school staff. Pants must be worn above the hips. Pants with writing on the back are not permitted.
- The shoe policy is the same as above unless otherwise advised.
- Short/skort policy is the same as above.
- Hats, bandanas, do-rags, sunglasses, shower caps, combs or other non-therapeutic or non-religious headgear are not to be worn inside the building during regular school hours. These items are to be placed in lockers upon arrival at school and remain during these hours.
- Any apparel which is now or in the future discovered to be gang-related, whether or not the student intended it to be so, may not be worn.

Friday is GSA Spirit day. Students may wear any GSA shirt/sweatshirt with uniform bottoms.

General dress code rules and policies

- The administration withholds the right to make decisions concerning the acceptability of any apparel worn to school or to any other school function.
 - Students must be in the GSA uniform before, during and at after-school functions and clubs, field trips, etc. unless otherwise noted by staff.
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CONSEQUENCES FOR DRESS CODE VIOLATIONS

Consequences for dress code violations may include, but are not limited to: warnings; a phone call, letter, or email to a parent or guardian, conference with parent and school administration, detention or ISS.

ATTENDANCE

Regular school attendance and punctuality are extremely important to a student's educational progress. Lifelong habits are being developed, and the importance of education is established by consistent attendance. Any time a student is not in school, he or she misses out on learning experiences.

All absences must be called in to the school office before 8:45 AM. Calls to report absences are our best assurance that all students are safe.

Parents may also check daily attendance in SIS (Student Information System) through the parent portal.

If a student will be absent for more than three consecutive days, arrangements can be made through his/her teacher to receive make up work.

Absences may be excused for the following reasons:

- **Personal illness:** Administration may require a doctor's note/certificate.
- **Illness in the family:** Absences will be excused for up to three days when the child's presence at home is necessary.
- **Death of a relative:** Absences will be excused for up to three days with a written request from the parent or guardian.
- **Observance of Religious Holiday:** Absences will be excused upon written request from the parent or guardian.
- **Causes accepted by administration:** Family emergency or set of circumstances, which constitutes a good and sufficient cause in the judgment of administration of the school with a written request in advance when possible.

Absences for any reasons other than those cited above will be considered unexcused.

When a student experiences a large number of absences, a conference with the parent and Assistant Principal of School Culture may be held and the student's name may be referred to the juvenile court system for truancy. This reinforces the priority of being at school unless there are extreme circumstances preventing it. **Habitual truancy may result in retention in the current grade level.**

Tardies/Early Pick-Up

Instructional time is from:

GSA Elementary (K-5)

8:00 am – 2:45 pm

Just as attendance is important, so is punctuality. **We expect that all students will be in their classrooms by 8:00 AM each morning**, to arrive to class on time throughout the day and remain at school until dismissal time.

Repeated tardies or early pick-up may be considered for disciplinary action.

Consequences for tardies may include the following but are not limited to: reminder (noted in SIS), a phone call/email to a parent/guardian (noted in SIS), **or** parent/administrator conference and possible truancy referral to the juvenile court system.

Students must never leave the school building without the permission of and/or with their parent signing out. Failure to follow this policy is unsafe and will result in disciplinary action. Legitimate reasons for leaving early will be accepted providing a note signed by the parent is presented to the school. **The student must be signed out before leaving the building.**

Makeup Policy for Absences

Any student who was absent from school has the responsibility of following up with teachers to obtain the missed assignments upon returning to school. The student is also responsible for completing all class assignments and examinations. **Students will be given the number of days they were absent to complete their work in order to receive full credit for the assignments.** If a student cannot complete the assignments or examinations before the end of the grading period, an “incomplete” will be given. If a student is going to be absent during the last week of the grading period, it is the responsibility of the student and their family to make arrangements with the teacher in order to receive credit for that grading term.

Prompt pick-up by parents after school

Parents or guardians are expected to pick up or arrange to have the student picked up promptly at dismissal if they are not involved in after-school activities or a part of our after-care program. Students who participate in after-school activities must be picked up at the end time of the activity. **Students not picked promptly will be sent to Aftercare and fees will incur.**

MEDICAL POLICIES

Illness or injury

Your child's school attendance is very important in order for him or her to benefit from the planned educational program. Wellness is essential to learning; therefore, to prevent the spread of disease, to protect the health of the ill student, it is important your child stay home if he or she exhibits any of the following symptoms:

- Fever of 100 degrees Fahrenheit
- Vomiting and or diarrhea
- Red, crusted, or draining eyes
- Rash of unknown cause
- Suspected of having a communicable disease such as chicken pox, measles, pertussis, etc.

If these symptoms are present, the student will be excluded from school, and should not return to school until he/she is symptom free for a 24-hour period without fever reducing medications.

Any student who becomes injured or ill during the school day should report such an occurrence to the classroom teacher. The school nurse, if available, will assess the situation and take the proper action. *A student may only miss 90 minutes of class due to illness and must either leave the school or return to class.* **Any child with a temperature that reaches 100 degrees, vomiting or diarrhea must be picked up immediately.**

Medication policy

It is the policy of GSA to complete the following forms upon enrollment (these must be kept up to date for safety reasons):

- Emergency Medical Form
- Prescription Drug Form
- Over the Counter Drug Form

If prescription medicine must be taken by a student during the school day, the following procedures must be followed:

1. The medication must be sent directly to the school from the pharmacy or physician's office or be brought to the school by the student's parent/guardian.
 2. The medication must be accompanied by a medical release form signed by the student's physician and parent/guardian.
 3. The medication container must clearly be labeled with the student's name, name of medication, dosage instructions, and time of dosage.
 4. Only the amount needed for the days that the student will be taking the medication should be provided for the school. For instance, if the student is taking Amoxicillin
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three times a day for two weeks, GSA should be provided with up to ten tablets, to be taken in the middle of the day.

Extra medication will not be sent home with a student, it must be picked up by the parent or guardian.

Students **are not allowed** to carry or self-administer any medications, including Tylenol, Aspirin, cough drops, etc.

Medical forms

Immunization records are required for every GSA student. Failure to provide these up to date records will result in the students being sent home until the records are in compliance with state laws. Physicals, performed by a physician, will be required for Kindergarten and 3rd grade. (If you have questions or concerns, please contact the nurse at your building.)

VISITORS

Parent or Guardian Visitors

With Administrator approval, parents/guardians may visit the classrooms at Gateway Science Academy. **The parent or guardian must sign in and out at the office before they visit a student's classroom or move throughout the building and/or campus. All visitors will be given a badge that must be worn while on campus.**

When observing classes, please follow these guidelines:

1. Be on time to the classes you plan to visit.
2. Observe quietly and do not comment or attempt to add into lessons or conversations, unless invited to do so by the teacher of that class.
3. Request a meeting with a teacher at a time other than immediately after the class is observed.

Parents or guardians who wish to speak with an administrator should call the school to set an appointment to do so, and then check in at the office when arriving for their appointment. Parents wishing to speak with an administrator without an appointment will be seen at the next opening in the administrator's schedule.

Visitors from the general public

With Administrator approval, guests may visit the classrooms at Gateway Science. **All visitors must sign in and out at the office upon arrival.** Visitors will be required to show their ID and pick up a visitor's ID pass. **All visitors will be given a badge that must be worn while on campus.**

Parent volunteers

GSA can only continue our current programs or add new programs to the benefit of our students through the efforts of our parent volunteers. Parent volunteers are a valued and necessary part of the school experience. GSA encourages and desires parent volunteers all the time. Please feel free to join us as a community. Your value to GSA cannot be overstated. Parents make a difference. We ask that all parent volunteers follow these guidelines.

1. **If you volunteer you may be expected to have a background check.**
2. **Sign in at the office** whenever working at the school during school hours.
3. **Sign out** upon leaving the school grounds.
4. Before planning any events, giving away items, purchasing food for students, bringing food or other items to individual classes, etc., parent volunteers must first propose the idea to school administration and/or secure a faculty sponsor for the activity planned.

Teachers will communicate with parents about class parties. Parents will sign up to volunteer directly with the teacher. **GSA may limit the number of parents in attendance.**

These few guidelines will help us to avoid unplanned disruptions of the school day, allow administration to coordinate all activities that take place throughout the school day, and to provide for the smooth operation of all school programs.

Birthdays: Students may bring in **one type of individual, store bought treat for their child's whole class that is from the list provided by the school nurse.** **Due to allergies, please do not send items that are not on the list provided by the nurse.** **Treats sent to school that are not from the nurse's list will not be passed out and will be sent back home with the birthday child.** ***Flowers, gifts, balloons and other personal items should not be delivered to students at school. Items delivered to school will not be accepted from the deliverer.***

LOCKERS AND CUBBIES

Students will be assigned a locker for their use.

- **Lockers/cubbies are the property of GSA and are subject to search by the school personnel at any time.**
- **The school is not responsible for damage to or loss of any items stored in lockers/cubbies.**
- Inappropriate pictures or displays are not permitted inside or outside of lockers/cubbies.
- No food or beverages are to remain in lockers/cubbies overnight.
- All materials left unclaimed at the end of the school year or when a student withdraws become the property of GSA and will be dealt with accordingly.

Report any damaged or nonfunctional lockers to school administration. Unreported damage will be considered the responsibility of the student assigned to that locker, and will fall under the provisions of the school discipline policy for damage to school property.

LUNCH PERIODS

A hot lunch is available for purchase, or students may bring packed lunches. **Fast foods and carbonated beverages are not provided or encouraged.**

- All students are to enter the cafeteria quietly and find a seat. They must remain in their seat unless given permission to move about by an on-duty staff member.
 - Students are expected to behave in an orderly and mannerly fashion during lunch, with no loud outbursts or inappropriate behavior.
 - Students are expected to clean up their tables and the floor around their tables before being dismissed from lunch.
 - ***Students are encouraged to apply for free or reduced lunch.*** See school administration for additional forms.
 - No food or drink may be removed from the cafeteria.
 - No food or drinks are permitted in classes, hallways or other areas of the school. (Water bottles may be allowed at the discretion of the teacher.)
 - **No microwaves or refrigerators are available for student use.**
 - Parents will prepay for lunch. Cost and terms are available by calling the school.
 - **Students who have outstanding lunch balances greater than \$30 may not be allowed to receive a lunch until the balance is paid.** The student may receive an alternate lunch.
 - **Payments are due by the 17th of each month.**
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MISCELLANEOUS POLICIES

Homework

Homework establishes a connection between school and home learning. Teachers may assign homework that they deem valuable for the learning experience and to help master the subject matter and concepts of their individual classes.

Acceptable Use Policy

Gateway Science Academy operates under an acceptable use policy concerning the Internet, which means we offer access to the Internet to all students and staff. Every effort will be made to monitor student usage of the Internet as well as the websites that students access.

Ultimately, however, **it is the responsibility of the student to refrain from accessing sites which are inappropriate for viewing in the school setting.** Student violations of the acceptable use policy may result in revocation of Internet privileges, school disciplinary action and/or legal action.

Planners

The school will provide students with planners if required by classroom teachers. Each student should take care to see that these planners are not lost, stolen or damaged. **Students will be required to pay if they would like to replace a lost planner.**

Book Bags

All book bags should be kept in lockers. Students may carry personal items in their pencil pouches. Students are asked not to bring valuables to school. **The school will not be liable for any loss, theft, or damage to the valuables, book bag, or its contents** (including electronic devices such as cell phones, tablets, portable game systems or MP3 players).

Lost and Found

The school will have a lost and found. Personal items should be marked for identification. A student may be asked to provide proof of ownership of claimed items. **All unclaimed items will be donated to charity at the end of each quarter.**

Telecommunication Devices

Calls/texts may only be made by students upon receiving permission from GSA staff. Students are not allowed to make personal calls, text or access the Internet (including social media apps/websites) on a telecommunication device except with permission from a staff member. **Telecommunication devices must remain off and stored from the time the student arrives on campus until they are picked up,** except with permission from a staff member. **If teachers see a telecommunication device being used without permission, the phone may be confiscated and given to the administration. The phone must be picked up by the parent/guardian if it is confiscated a second time.**

Financial Responsibility

The parent or guardian will be held financially responsible for damage to school property by their children, and for lost, damaged, or stolen books, or other property of GSA. Cafeteria balances must be paid by the 17th of each month. Before and Aftercare balances must be paid in full each month. Payments are due by the 17th of the month. **Students may not enroll in the program for the new year until accounts are rectified. All financial obligations must be met before end-of-the-year report cards are issued or records are forwarded to other schools.**

Field Trips

All parents or guardians are asked to sign a walking permission form at the beginning of the school year that provides permission for all walking field trips within a 1 mile radius of the school throughout the year. Permission slips will be sent home individually for all other field trips. All field trips during school are highly recommended, and students are asked to attend.

Any student who misses a field trip will be expected to complete an alternative assignment that substitutes for the learning experiences received on the trip.

Student participation in all field trips is left to the discretion of administration.

After-School Activities

Gateway Science Academy will offer several clubs. Each semester, students will have the opportunity to sign up for the club of their choice. These clubs are encouraged and free to GSA students. **Students participating in clubs should be picked up by 4:00 pm**

Emergency Drills

Emergency drills (fire, tornado, earthquake and intruder) are held at regular intervals during the school year. Directions are posted in each classroom.

School Communication

GSA may provide information to parents and students via school portal (SIS), email, school website, paper and School Messenger. We will make every attempt to keep parents and students up to date about all the exciting things going on here. Parents may also choose to stay connected and informed by following the social media pages of each building.

Library Lost and Damaged Books

Books are checked out to students for two weeks at a time. If a student has an overdue book, he or she may receive an overdue notice including the bibliographical information of the overdue title including the replacement cost of the book. **If the book is not returned, the student will be asked to submit payment to replace the title.** Overdue notices are sent home with students twice quarterly. **Damaged books will need to be replaced at the expense of the student/family.**

The average replacement cost of materials from our library media center is \$20:. Please note: Replacement costs are approximations and are subject to change based on publisher availability, copyright age, and format of the material.

ACADEMICS

Grading Systems

Third through fifth graders are evaluated using the following scale:

Grade	Range	GPA	Grade	Range	GPA
A+	98-100	4.00	C+	77-79	2.33
A	94-97	4.00	C	73-76	2.00
A-	90-93	3.67	C-	70-72	1.67
B+	87-89	3.33	D+	67-69	1.33
B	83-86	3.00	D	63-66	1.00
B-	80-82	2.67	D-	60-62	1.00
			F	0-59	0.00

Kindergarten through second grade use a skill based report card that uses the following scale:

4	Advanced (Exceeds required level of performance consistently.)
3	Proficient meets required level of performance consistently.)
2	Basic (Working toward required level of performance, but inconsistently.)
1	Below Basic (Working below required level of performance consistently.)
0	Not enough work completed to score.

Honor / Merit Roll / Perfect Attendance:

GSA promotes the very best practices. In order to qualify for the Honor Roll, 3rd-5th grade students must meet the required GPA level in **ALL SUBJECT AREAS**. Students will be listed on the **Honor Roll** by attaining a 3.50 or higher GPA per grading period. Attaining a GPA of 3.00 to 3.49 per grading period will list the student on the **Merit Roll**. Students with a 4.00 GPA will be listed on the **Super Honor Roll**. GSA also gives **Character Awards** to those students who go above and beyond in other areas.

GSA gives **Perfect Attendance Awards** to K-5th grade students who have not missed any school days, hours or minutes during the quarter. Students who leave early after class parties or field trips **will not** be considered for this award.

GSA will acknowledge **High Attendance** each quarter and give awards to students who have been in attendance 96% of the time.

Grade Promotion & Retention Policy

Promotion from one grade to another in GSA shall be based on the following criterion:

- Students must have a passing grade in **ALL** of the four core subjects: Language Arts, Mathematics, Science, and Social Studies.
- Student attendance is subject to review when placement is being considered.

Late Work Policy

It is the expectation of GSA that every student will complete school work to the best of their ability and turn it in on time. Students are responsible for their homework and class assignments. Assignments turned in late may have points deducted as determined by classroom teachers.

Grade Cards

Grade cards and Progress Reports are issued at Parent/Teacher conferences, handed out to students or sent by mail.

GSA BEHAVIOR PLAN

Any GSA employee who observes a student engaged in inappropriate behavior can correct the child. Teachers may communicate with parents/guardians to inform them of any problem and/or the consequence.

Infractions may include but are not limited to the following behaviors:

Minor Infractions	Major Infractions
Preparedness (including homework)	Fighting or aggressive physical conduct
Calling out	Chronic minor infractions
Classroom disruption	Weapons
Refusal to follow a reasonable request	Aggressive behavior
Put downs	Threats of bodily harm
Refusing to work	Harassment of student or teacher
Inappropriate tone/attitude	Leaving area without permission (including walking out)
Electronic Devices/toys	Smoking
Inappropriate comments (including cursing)	Vandalism (over \$10)
Food or drink	Alcohol/Drugs
Gum chewing	Chronic dress code violations
Dress code	Cheating
Theft (under \$10)	Leaving school grounds
Play fighting/Horseplay	Foul language at student/staff
Vandalism (under \$10)	Bullying
	Sexual misconduct
	Theft (over \$10)
	Violation of Internet usage policy

If the minor infractions continue, parents may be called in for a conference with the teacher(s), student and a member of the administration team. If these steps do not correct the behavior, the consequence may be escalated and determined by administration.

Major infractions may automatically be dealt with by the administration.

Bullying

Bullying is intimidation, unwanted aggressive behavior or harassment that is repetitive, or is substantially likely to be repeated, and

- (1) causes a reasonable student to fear for his or her physical safety or property
- (2) substantially interferes with the educational performance, opportunities, or benefits of any student without exception
- (3) substantially disrupts the orderly operation of the school

Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic or written communication, and any threats of retaliation for reporting of such acts. (Missouri HB 1583 Section 160.775, 170.047 and 170.048 of the Missouri Revised Statutes.)

“Cyberbullying” means bullying as defined in this subsection through the transmission of communication including, but not limited to a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

Bullying is prohibited at Gateway Science Academy. If at any time a student feels they are the subject of harassment, bullying, threats, or other intimidating behavior, the student or their parent/guardian should immediately speak to an administrator about the problem. The situation will be investigated. All reports like this will be kept completely confidential. Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats you should immediately speak to an administrator about the problem. The situation will be investigated. All reports like this will be kept completely confidential. Additionally, school staff who witness bullying are required to report the incident within two school days.

Administration will determine the appropriate consequence based upon the student's disciplinary history, which may include one or more of the following actions:

- Notify the parent via letter, phone and/or email
- Behavioral plan with possible suspension of privileges
- In school suspension or out of school suspension
- A possible expulsion hearing may follow

Note: Students who receive an out of school suspension are required to make up missed work. **State Law requires that suspended or expelled students cannot participate in extra-curricular activities and cannot be on school property during the period of that suspension.**

Sexual Harassment

GSA prohibits sexual harassment. As defined by the Missouri Department of Education, **sexual harassment is unwelcome sexual advances, requests for sexual favors, or any verbal or physical conduct of a sexual nature.**

GSA Administration will determine the appropriate consequence, which may include one or more of the following actions:

- Notify the parent/guardian via letter, phone and/or email
- Behavioral plan with possible suspension of privileges
- Possible suspension
- A possible expulsion hearing may follow.
- Notifying the proper civil authorities.

Discipline Reports

All repeated behavior issues will be communicated with parents and documented in SIS.

Possible Corrective Consequences

- **Detention**
 - Students serving lunch detentions will sit away from their class. Students receiving after school detentions will perform in-school community service, such as cleaning and organization. All detentions will occur under the supervision of teachers and/or administrators.
- **ISS (In School Suspension)**
 - ISS may be issued for major infractions or chronic minor infractions
- **OSS (Out of School Suspension)**
 - OSS usage will vary according to the nature and severity of the infraction. Any combination of infractions resulting in a total of 10 days OSS for the current school year may result in expulsion. **State Law requires that suspended or expelled students cannot participate in extra-curricular activities and cannot be on school property.**
- **Expulsions**
 - Expulsions begin with a 10 day out of school suspension. The parent/guardian will receive a letter from GSA explaining the reasons for expulsion. Expulsions are normally up to 90 days duration, but may be longer, or permanent from GSA, according to the severity or habitual nature of the infraction(s). Parents may request a hearing with a school disciplinary committee within 10 days. After 10 days of out of school suspension the student will be withdrawn from the school.

Cheating/Plagiarism

Each student is expected to produce his/her own work in and out of the classroom. Exceptions occur when a teacher assigns cooperative exercises, projects, and/or assignments. Cheating is defined as the intention to deceive staff and students by: (1) acquiring another person's writing or information without acknowledging the owner, and/or (2) assisting another student by

providing writing or information. Plagiarism is defined as presenting published material, including material from the Internet, without clear documentation and offering the information as one's own work. Using six or more words repeated verbatim without attribution is also considered plagiarism. **Students who cheat and/or plagiarize may receive a zero for the assignment and possible a disciplinary consequence as decided by the administration.**

Student Searches and Questioning

Any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the rules listed in the Student Handbook. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, GSA authorizes the administration and the appropriate civil authorities (i.e., police) to conduct searches of students and their belongings. Before searching students or the student's belongings, the authorized school official should attempt to get the student(s) to admit that they possess physical evidence that they violated the law or rules listed in the Student Handbook, or get the students to voluntarily consent to the search.

Whenever practicable, searches will be conducted in the privacy of administrative offices under the supervision of a minimum of two GSA staff members.

Nuisance Items

Items determined to be objectionable may be confiscated and later returned to a parent or guardian if their presence or use creates a disturbance to the maintenance of an atmosphere for orderly learning. Items herein include, but are not limited to, the following objects with may detract from or interfere with the school program:

- Electronic devices (cell phones, tablets, portable gaming systems, MP3 players, cameras)
- Laser pointers
- Walkie-talkies
- Sports equipment (including skates/skateboards)
- Toys
- Playing cards/dice

Objectionable Items

A student shall not be in possession of objectionable items including, but not limited to:

- Weapons
 - Any object capable of causing physical injury which a student uses or threatens to use for that purpose
 - Alcohol or drugs of any kind outside of the nurse's control
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- Items whose presence cause a disruption to the educational process

A student may be considered to be in possession of an objectionable item if:

- It is on his or her person
- It is in anything which the student is carrying (backpack, satchel, purse, etc.)
- It is in any locker or desk assigned to the student
- It is found anywhere on school premises, including vehicles, and is determined to belong to the student, except in those instances when the student demonstrates to the satisfaction of the administration that he/she is not responsible for its presence at school.

School personnel may take possession of and may retain objectionable items. Objectionable items shall be returned directly to the parents upon parental request unless they were turned over to the appropriate civil authorities.

Sale of Personal Items

Students must not sell items of any kind on the school grounds. If any sale is allowed to take place by the administration, a staff member must be present to observe the sale.

ADMINISTRATIVE DECISION

In all decisions concerning the application of school rules and policies to a given situation or student, when and if all appeals are addressed, the decision of the administrators of GSA shall be final. In all cases, **GSA will follow all local, state and federal laws pertaining to child safety.**

GSA GATOR PLEDGE

Gateway Science Academy's expectations for your child's behavior can be summed up in the Gator Pledge that students and staff recite every morning:

"I pledge to show **R**espect, **O**wnership, **C**ooperation, **K**indness and **S**afety today. By proving that I can demonstrate these qualities, I will show how **GSA ROCKS** each and every day."

